

## **Bowls Development Alliance**

### **Job Description**

<b>JOB TITLE:</b>	Safeguarding Manager
<b>SALARY:</b>	£30,000
<b>HOURS:</b>	5 days per week (37.5hrs)
<b>RESPONSIBLE TO:</b>	Managing Director
<b>LOCATION:</b>	Home based with requirement to travel to team meetings or other locations

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#### **Job Summary:**

The Safeguarding Manager leads the safeguarding function for the Bowls Development Alliance (BDA) and acts as the Lead Safeguarding Officer (LSO). The role supports LSOs across the National Governing Bodies (NGBs), develops safeguarding systems and culture in line with national standards, and ensures safeguarding is effectively embedded across the sport.

This includes providing operational leadership across all bowling codes, supporting complex cases, safeguarding officer accreditation and training, and maintaining strong relationships with external agencies such as the CPSU and the Ann Craft Trust.

#### **Key Responsibilities:**

##### **1. Leadership & Compliance**

- Support the development and implementation of safeguarding policies, procedures, and national guidance.
- Lead the Safeguarding Steering Group (SSG) and regular reviews of the Safeguarding Action Plan.
- Ensure national safeguarding consistency across all bowling codes and support a positive safeguarding culture in clubs and counties, working with the Safeguarding Welfare Officers.
- Represent bowls in external safeguarding forums, networks, and strategic partnerships.
- Lead annual reviews and audits with CPSU (Child Safeguarding) and Ann Craft Trust (Adult Safeguarding), coordinating follow-up actions.

##### **2. Case Management & Oversight**

- Lead the Case Management Group (CMG), supporting defensible decisions across complex and sensitive safeguarding cases.
- Provide triage and referral for high volumes of safeguarding queries; escalate urgent concerns as appropriate.

- Coordinate input to the Safeguarding Panel and engage external support (legal/investigative) where required.
- Maintain and use the 'My Concern' system for secure case records, follow-ups, and decision logs.
- Transfer key information from CMG meetings into safeguarding systems and ensure defensible documentation.

### **3. Workforce Support & Training**

- Support and monitor safeguarding officer compliance with DBS, training, and accreditation requirements.
- Support the development of a centralised library of safeguarding templates, forms, and guidance for clubs and counties.
- Provide tailored training to club volunteers, directors, and staff.
- Deliver updates, briefings, and training sessions across the bowls community.

### **4. Monitoring, Reporting & Systems**

- Maintain safeguarding data systems, ensuring timely reporting to Sport England, CPSU and others.
- Support the DBS process across bowls.
- Monitor and evaluate trends from safeguarding data to inform planning and best practice.

### **5. Internal & External Collaboration**

- Provide clear and appropriate safeguarding advice to enquirers via email, phone, or the BDA website.
- Work closely with BDA colleagues on safeguarding communications, resources, and project integration.
- Participate in wider team activities and contribute to the overall success of the organisation.

### **6. Continuous Development**

- Keep up to date with current safeguarding legislation, training, and practice through CPD and networking.
- Undertake other reasonable duties as requested by the Managing Director.

## **PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Education and Qualifications</b>	<p>Relevant safeguarding training (e.g. ACT Level 3, Lime Culture LSO, NSPCC Advanced) or an equivalent qualification.</p> <p>Evidence of continued professional development in safeguarding.</p>	<p>Qualification or CPD in adult safeguarding, case management, or sports governance.</p> <p>Equality, diversity and inclusion training.</p> <p>Competence in digital systems for training delivery or case tracking.</p>

	Proficient in IT systems including email, spreadsheets, databases and safeguarding software.	
<b>Skills and Abilities</b>	<p>Case management and risk assessment skills</p> <p>Able to lead multi-code safeguarding groups effectively.</p> <p>Excellent interpersonal and communication skills – both written and verbal.</p> <p>Highly organised and able to prioritise effectively under pressure.</p> <p>Able to work independently and collaboratively across remote teams.</p>	<p>Ability to interpret safeguarding data and present trends.</p> <p>Capable of designing or evaluating safeguarding tools/templates.</p> <p>Public speaking or workshop delivery experience.</p> <p>Experience influencing policy or strategic decisions.</p> <p>Confidence in advising senior staff or Boards on safeguarding matters.</p>
<b>Personal Attributes and Other Requirements</b>	<p>Passionate about promoting safe, inclusive sport.</p> <p>Excellent communication and interpersonal skills.</p> <p>Willing to work flexible hours, including occasional evenings/weekends.</p> <p>Able to travel independently across the UK</p>	<p>Personal or professional interest in community sport or bowls.</p>